

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 1203***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: ASSISTANT TO THE POLICE CHIEF**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide administrative/secretarial support to the Chief of Police, to include coordinating office activities and supervising activities of other office staff.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Consults with Chief of Police to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Provides administrative/secretarial support for Chief of Police; drafts correspondence for signature by Chief; records and transcribes dictation.

Coordinates calendar activities for Chief of Police; schedules meetings, appointments, interviews, or other activities; updates calendars on a regular basis; notifies parties involved of any changes.

Coordinates travel arrangements, accommodations, conference registrations, or other travel-related plans for Chief of Police or other department personnel.

Acts as liaison between the Chief of Police and staff members; communicates with supervisors, employees, and other departments to coordinate work activities; acts as liaison between Mayor's Office and other City departments with police staff.

Informs department personnel of changes in laws, policies, or procedures.

Responds to complaints and questions related to department activities, operations,

or issues; provides information to citizens and staff members; researches problems/complaints, determines appropriate action, and initiates problem resolution.

Coordinates activities/documentation relating to various meetings; attends various meetings with Chief and takes notes; processes documentation for City Council meetings for Chief; prepares staff meeting agendas and related documentation; oversees distribution of meeting materials and staff notification of meetings; attends staff meetings and open meetings; records and transcribes staff meeting minutes.

Schedules and attends disciplinary hearings; prepares appropriate correspondence in preparation for hearings.

Processes a variety of documentation associated with department operations within designated timeframes and per established procedures.

Performs various administrative work; prepares confidential correspondence relating to personnel hirings, resignations, suspensions, and terminations; processes daily time sheets; prepares/reviews circulars for the department.

Maintains tickler system to monitor deadlines, activities, projects, documentation, or other issues requiring timely action/response; makes reminder calls/notices and performs follow-up on status of items in tickler.

Supervises sorting/distribution of office mail; opens, reviews, and screens incoming mail/correspondence; routes matters requiring action by other personnel and follows up on action taken; responds/replies to mail as appropriate.

Oversees and assists with maintenance of a variety of current data/lists in computer records, including lists of personnel actions, suspensions, traffic accidents, injuries on duty, telephone numbers, personnel location, or other data.

Researches and compiles various statistical or administrative data; makes applicable calculations; prepares/generates reports and charts; maintains records.

Types, prepares, or completes various forms, reports, correspondence, lists, calendars, schedules, agendas, meeting minutes, meeting materials, purchase requisitions, injured officer reports, suspension reports, traffic accident reports, performance evaluations, or other documents.

Receives various forms, reports, correspondence, agendas, meeting documentation, police reports, routing forms, policies, procedures, manuals, directories, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, desktop publishing, database, calendar, Internet, or other computer programs; performs basic maintenance of office/computer equipment, such as backing up data or replacing paper, toner, or ribbons; coordinates service/repair activities as needed.

Assists in planning/coordinating special functions, activities, receptions, or other events.

Performs general clerical tasks, which may include making copies, distributing documentation, sending/receiving faxes, or processing outgoing mail.

Monitors inventory levels of departmental supplies; initiates orders for new/replacement items.

Oversees and assists with maintenance of office file system of various files/records, including personnel files; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; purges files and destroys/disposes of obsolete records as appropriate.

Maintains confidentiality of departmental issues and documentation.

Answers telephone calls and greets visitors; screens calls and ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel; records/relays messages; retrieves messages from voice mail; initiates and returns calls as necessary.

Communicates with supervisor, employees, other departments, City officials, attorneys, law enforcement agencies, public safety agencies, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws, policies, and procedures; maintains an awareness of new policies, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by three (3) years previous experience and/or training that includes office administration and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.